



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION

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| PUBLIC MEETING MINUTES: | BOARD OF LANDSCAPE ARCHITECTURE |
| MEETING DATE AND TIME: | Thursday, August 12, 2010, 2010 at 9:00 a.m. |
| PLACE: | Conference Room B, Cannon Bldg, 861 Silver Lake Blvd Dover, DE 19904 |
| MINUTES APPROVED | 11/18/10 |

MEMBERS PRESENT

Deborah Van Dermark-Billeter, Professional Member, Secretary
Matthew Spong, Professional Member, Treasurer
Chad Nelson, Professional Member
Rachel Dunning, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Allison Reardon, Deputy Attorney General
Danny Stevenson, Deputy Attorney General
Shauna Slaughter, Administrative Specialist II
Jessica Williams, Administrative Specialist II

MEMBERS ABSENT

Goodwin Cobb, IV, Public Member

CALL TO ORDER

Mr. Nelson called the meeting to order at 9:11 a.m.

REVIEW OF MINUTES

The Board reviewed the minutes for the May 13, 2010 meeting. Mr. Spong made a motion, seconded by Ms. Dunning, to approve the minutes as presented. The motion carried unanimously.

UNFINISHED BUSINESS

Discussion Regarding Proposed Language Changes for Rules and Regulations

The Board discussed the draft of revisions to sections 4.0 and 7.0 of the Rules and Regulations. A discussion took place regarding adding Landscape Architecture Continuing Education Services (LA CES), American Planning Association, American Institute of Certified Planners and DNREC courses to the regulations. It was discussed that DNREC courses included should be the Division of Soil and Water Conservation as well as any educational seminars or sessions dealing with sediment water control and storm water management. Ms. Reardon and Mr.

Stevenson will present the final draft of the Rules and Regulations at the November meeting for board member review.

Mr. Nelson will draft a form for section 7.1.4 of the Rules and Regulations regarding self-directed activities for licensees to complete if they chose to use self-directed activities for continuing education. The draft of the form will be presented at the November meeting.

Strategic Plan

The Board reviewed the strategic plan that Ms. Reardon presented and there are three proposed changes to the strategic plan. The Board would like to eliminate the position of secretary and treasurer and only utilize the President and Vice President role.

Mr. Spong suggested that the language defining a landscape architect be updated. The Board would also like to update Section 207 of the Statute, which is the examination portion. Ms. Slaughter and Ms. Williams will verify the examination process with CLARB and will present the information to the Board at the November. This will allow the Board members to review and discuss any suggestions for updating the language in section 207 of the Statute.

The Board also discussed creating a newsletter, which will allow the Board to educate the licensees and public. It was discussed that the newsletter will be sent out by a mass e-mail.

Continuing Education Audit Review

The Board reviewed additional audit information submitted by the Paul Westhelle. Mr. Spong made a motion, seconded by Ms. Dunning, to accept the documentation verifying attendance for the additional courses submitted for the CE Audit. The motion carried unanimously. A letter will be sent to Mr. Westhelle to advising him that the documents he submitted were accepted by the Board to satisfy his 2009 post-renewal audit.

NEW BUSINESS

Ratification of Applications for Licensure by Reciprocity

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Steven Torgerson. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Jacob Golding. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Megan Maffeo. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Robert Maloney. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Elisabeth Lardner. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Andrew Streagle. The motion carried unanimously.

Ms. Dunning made a motion, seconded by Mr. Spong, to ratify the application for licensure by reciprocity for Debra Wittle. The motion carried unanimously.

Ratification of Applications for Certificate of Authorization

Ms. Dunning made a motion, seconded by Ms. Van Dermark-Billeter, to ratify the application for certificate of authorization for HNTB Corporation. The motion carried unanimously.

Discussion Regarding CLARB Disciplinary Database

CLARB has developed a disciplinary database and the information from CLARB was presented to the Board. CLARB has suggested that Delaware use this database to report any disciplinary reports for any licensed or unlicensed Landscape Architects in Delaware. This database is a secure database and only the Board Executives/Administrators will have access to enter information and view its contents.

Ms. Dunning made a motion, seconded by Ms. Van Dermark-Billeter, to approve participation in the use of the CLARB Disciplinary Action Database. The motion carried unanimously.

Complaint Closure

The Board was notified that complaint 24-02-09 has officially been closed.

Other Business before the Board (For Discussion Only)

Mr. Spong will be attending the CLARB conference in Baltimore this year.

Correspondence

There was no correspondence.

Public Comment

There was no public comment.

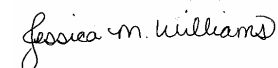
Next Meeting Date

The Board will hold the next meeting on November 18, 2010, at 9:00 a.m. in Conference Room "B" of the Cannon Bldg., 861 Silver Lake Blvd., Dover, Delaware.

Adjournment

Ms. Dunning made a motion, seconded by Ms. Van Dermark-Billeter, to adjourn. There being no further business before the board, the meeting adjourned at 10:52 a.m.

Respectfully submitted,



Jessica Williams, Administrative Specialist II
Board of Landscape Architects